ROLODEX®

BRAND

The Original Just Got Better.

Instruction Booklet for

THE ELECTRODEX PLUS™
AND
THE POCKET ELECTRODEX™

**64K
MEMORY
929292**

ROLODEX®, *the company known for its classic filing systems, introduces the 64K Electrodex™ Plus and Pocket Electrodex™, designed by leading American executives for the American way of doing business. For over 50 years Rolodex has been one of the most respected names in business and now continues that tradition with state of the art personal and business electronic organizers.*

The 64K Electrodex™ Plus and Pocket Electrodex™ are separate products that represent a true combination of sophistication and simplicity. They feature a Business Card File to replace your paper Rolodex® card file, a Call List and Letters to Write List, a Reminder Note Pad, Monthly Calendar and Paper-free Calculator. They also have 2 bonus features: an Infrared Transfer System to transfer files from one unit to another through a beam of light; and, an automatic internal memory transfer, which transfers information from your Business Card File to your Call Sheet or Letters to Write list so you don't have to enter names and phone numbers twice.

Congratulations.

by ROLODEX
The Original.

Both The Electrodex™ Plus and Pocket Electrodex™ were produced with a specific purpose in mind: to replace your old index card file. In order to gain the most efficient and maximum use out of your units, follow these suggestions:

1. Enter ALL names, phone numbers, addresses and any additional reference information into the Business Card File; this is your main database.

2. From the Business Card File use the internal transfer to send names and phone numbers to the Call Sheet, and to send names and company names to the Letters To Write list. (You should never have to enter the same name or phone number twice.)

3. Use the Call Sheet for calls to make a particular day or week, and update the list routinely (i.e., after you've made a call on the list, delete that name and number). Use the Letters To Write List the same way as the Call Sheet.

4. Use the Reminder Note Pad for all your miscellaneous notes and things-to-do.

NOTE: Both units have a complete built in "On-Screen" instruction manual. Just press **INSTR** and then

or **REV FWD** to view.
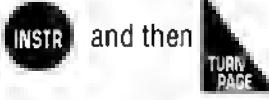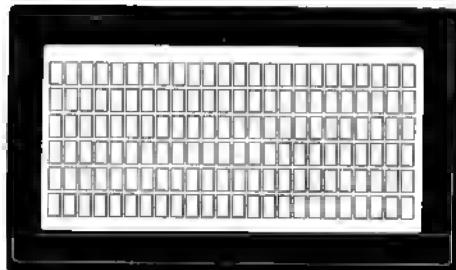
SUPER TWIST LCD:

The Electrodex Plus & Pocket Electrodex both feature a 24 character across by 6 line Super-Twist display screen for your ease of viewing. This type of Super-Twist Display screen is today's state of the art. Its advantages over normal LCD displays are more clearly defined characters and viewing from multiple angles.

ON-SCREEN INDICATORS:

```
ENTER                                    RECALL




        LETTERS TO WRITE      CALL SHEET
BUSINESS CARDS  REMINDER NOTES  MORNING REVIEW
```
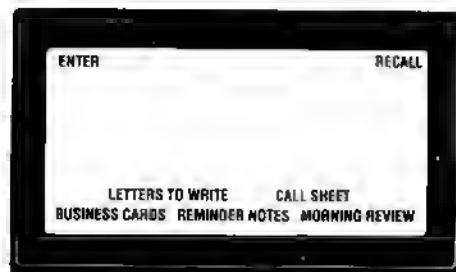
The Electrodex™ Plus & Pocket Electrodex™ both feature Indicators that appear on-screen at all times to signal which feature you are in.

THE BUSINESS CARD FILE

HOW TO ENTER A BUSINESS CARD FILE:

1 Press **ENTER**

Display Reads
```
TO ENTER INFORMATION FOR
 *BUSINESS CARD FILE
 *LETTER TO WRITE
 *REMINDER NOTES
 *THE CALL SHEET
PRESS THE ABOVE CHOICE
```

2 Press (**BUSINESS CARD FILE**)

Type in your file following the format that appears on the display.

Display Reads
```
TYPE LAST-FIRST NAME
COMPANY NAME
TEL NO      FAX NO.
ADDRESS
CITY  STATE  ZIP
ADDITIONAL BUSINESS INFO
```

Example

```
ENTER
ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-746-5609  FAX 555-5138
888 PARK AVENUE  SUITE 7
NEW YORK NEW YORK  10023
1990 SALES VOLUME  745000
BUSINESS CARDS
```
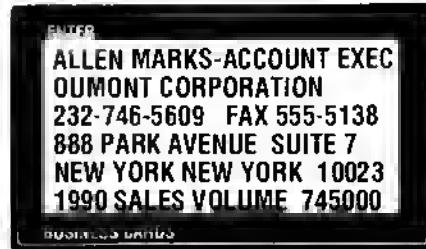
3 To go to the beginning of the next line press (To skip the

Display Reads
```
ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
TEL NO      FAX
ADDRESS
CITY  STATE  ZIP
ADDITIONAL BUSINESS INFO
```

company name press the return key, leaving the second line blank.) If you make an error press **ERASE**

4 Type in the telephone number. Use the **minus (–)** or (**SPACE**) key to place dashes or spaces between telephone numbers. **NOTE:** The first 12 characters on

Display Reads
```
ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-746-5609  FAX
ADDRESS
CITY  STATE  ZIP
ADDITIONAL BUSINESS INFO
```

the third line must be numbers. After completing the phone number simply begin the next number (fax number, home phone, extension, etc.), the unit will skip a space for you.

NOTE: If the address exceeds 24 characters the cursor will return to the next line. The rest of the file can be used for business notes, and can be as long as you like.

5. Press (**BUSINESS CARD FILE**) again to store the file.

Display Reads
```
TYPE LAST-FIRST NAME
COMPANY NAME
TEL NO      FAX NO.
ADDRESS
CITY  STATE  ZIP
ADDITIONAL BUSINESS INFO
```

NOTE: Also, if you press Enter, Letters to Write, Reminder Notes, Call Sheet, Monthly Calendar, or Calculator, your file will be stored.

HDW TD RECALL A BUSINESS CARD FILE (3 METHODS):

A. RECALL BY SPECIFIC FILE NAME (PERSON'S NAME OR COMPANY NAME)

B. RECALL IN ALPHABETICAL DRDER

C. RECALL BY FAST FDRWARDING THROUGH ALL FILES, A THRU Z AND D THRU 9

A) HDW TD RECALL A SPECIFIC FILE NAME:

The Electrodex™ Plus and Pocket Electrodex™ have a "Cross Referencing" feature that allows you to recall the same file by the person's name OR the company name.

1 Press (BUSINESS CARD FILE)

Display Reads

TYPE IN NAME OF PERSON OR COMPANY NAME

BCF MEMORY USED:
BCF MEMORY LEFT:

Type in the first letter of the person's name or company name, then type in the second letter, etc. until the file appears on the display screen.

Display Reads

A

PLEASE TYPE NEXT LETTER

Example

RECALL

ALLEN MARKS-ACCDUNT EXEC
DUMONT CORPORATION
232-555-5609   FAX 555-513B
888 PARK AVENUE SUITE 7
NEW YDRK NEW YORK 1D023
1990 SALES VOLUME 745000
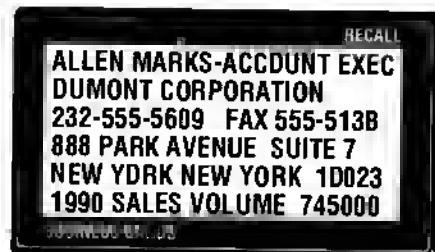
2 Press [TURN PAGE] if the file is more

Display Reads

ALLEN MARKS-ACCDUNT EXEC
DUMONT CORPDRATION
232-555-5609   FAX 555-5130
888 PARK AVENUE SUITE 7
NEW YDRK NEW YDRK 10023
1990 SALES VDLUME 745000

than 6 lines long. The name of the file will remain on the first line while the next 5 lines will appear from the next page.

Press [DOWN] to view the contents of the next page one line at a time.

IMPORTANT: If a file's contents do not appear on the screen after all the letters of the name have been entered, then there is more than one file with that name. In this case, after the full name has been typed in, press [FWD] and all the files with that name will appear in alphabetical order.

B) HOW TO RECALL A FILE IN ALPHABETICAL ORDER:

1 Press (BUSINESS CARD FILE)

Display Reads

> TYPE IN NAME OF PERSON
> OR COMPANY

2 Type in the first initial only of the person's name or company name.

Example

> A
>
> PLEASE TYPE NEXT LETTER

3 Press ▶FWD repeatedly to view all files with that initial.

Press ◀REV to review all files before that initial.

Example

> ALLEN MARKS-ACCOUNT EXEC
> ALLEN MARKS-ACCOUNT EXEC
> ALLEN MARKS-ACCOUNT EXEC
> DUMONT CORPORATION
> 232-555-5609   FAX 555-5136
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10023
> 1990 SALES VOLUME 745000
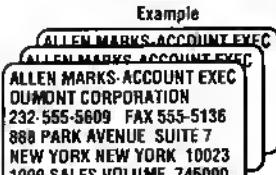
C) HOW TO FAST FORWARD THROUGH ALL FILES "A" THRU "Z" AND 0 THRU 9:
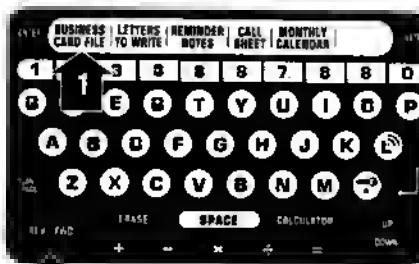
1 Press (BUSINESS CARD FILE)

Display Reads

> TYPE IN NAME OF PERSON
> OR COMPANY

2 Press and HOLD DOWN ▶FWD to fast forward through all files in alphabetical and then numerical order.

Press ▶FWD repeatedly to view files one at a time. Press ◀REV to review files in reverse order.

Example

> 3D PRINTING
> MAILERS INC.
> DUMONT CORPORATION
> COMPUTECN
> BURN ASSOCIATES
> ACA COMPANY
> STEVE JOHNSON
> 232-555-6094 FAX 555-6097
> 249 WASHINGTON AVE
> CHICAGO IL 60601
> DISCOUNT TERMS-7 PCNT.

ROTARY "SPIN THE DIAL" FEATURE

HOW TO USE THE ROTARY DIAL FEATURE TO VIEW BUSINESS CARD FILES (The Electrodex Plus only):

Rolodex® makes it easy. Rolodex®, the company known for its filing systems, has incorporated its classic Rotary Dial into the Electrodex Plus. This unique "electronic" rotary dial allows you to spin through your Business Card Files for easy access and viewing.

1. Press (BUSINESS CARD FILE)

2. Spin the dial to view all Business Card Files.

Display Reads

> TYPE IN NAME OF PERSON OR COMPANY
>
> BCF MEMORY USED:
> BCF MEMORY LEFT:

OR 1. Anytime **after** you have recalled a Business Card File to the display screen you may,

2. Spin the dials located on the right or left sides of The Electrodex Plus to view additional files in forward or reverse order.

NOTE: Turning the dial one click at a time will advance (or reverse) one file at a time.

Example

> ALLEN MARKS
> DUMONT CORPORATION
> 232-555-5609 FAX 555-5138
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10023
> 1990 SALES VOLUME 745000

HOW TO CHANGE A BUSINESS CARD FILE
(Erase and Replace):

REMEMBER: When changing files, you must erase the old information **before** you type in the new information.

1 Recall the file you want to change.

2 Press ▅ ERASE ▅ once. A flashing cursor appears after the last character on the first line.

Example

> RECALL
> ALLEN MARKS ☀
> DUMONT CORPORATION
> 232-746-5609 FAX 555-5138
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10023
> 1990 SALES VOLUME 745000
> BUSINESS CARDS

3 Use the ◀REV FWD▶ & ▲UP DOWN▼ keys to move the cursor around the display screen. Holding down these keys will allow continuous movement of the cursor. Move the flashing cursor to the **END** of the word you want to delete and/or change.

4. When the character to be erased is flashing press ERASE until that character disappears. Now continue pressing this key to erase the complete word.

Example

ALLEN MARKS
ALLEN MARK
ALLEN MAR

ALLEN MA
OUMONT CORPORATION
232-555-5609 FAX 555-5138
008 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

5. Once you have erased, you are ready to insert now information. When changing and adding information on lines 1 and 2, fit the new information within the existing 24 characters per line.

Example

ALLEN MARKS
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

6. To update a phone number (first 12 characters) which appears on line 3, place the cursor at the beginning of the line and type in the new number. (The old number will disappear.) To update a fax number (last 11 characters), which appears on line 3, move the flashing cursor to the end of the number then erase and replace characters as described in the above points 4 and 5.

Example

ALLEN MARKS
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

7. When changing and adding information on lines 4,5,6 and following pages, if the new information has more characters

Example

ALLEN MARKS
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

than you erased, then the existing information will automatically move to the right. If this new information exceeds the original file format of 24 characters per line, words may split and move on to the next line below.

NOTE: You can add to any line by moving the cursor to the right of the last existing character on that line and typing in the new information.

Example

ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

NOTE: To create and insert a new line into the middle of a file (lines 4,5,6 and following pages), move the cursor to the first character of the line you want to create and

press the ◣ key, then move the cursor up to the blank line to enter new information.

Example-Before

ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

Example-After

ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-555-5609 FAX 555-5138

888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023

NOTE: Empty lines cannot be deleted and once a tile has been changed, you cannot revert back to the original file.

HOW TD DELETE A BUSINESS CARD FILE:

1. Recall the file to be deleted.

Example

ALLEN MARKS-ACCOUNT EXEC
OUMONT CORPORATION
232-555-5609 FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

2. Press and HOLD DOWN the ERASE key until the tile disappears from the screen.

Display Reads

TYPE IN NAME OE PERSON
OR COMPANY

That particular file is now permanently erased from the unit's memory.

HOW TO TRANSFER A PERSON'S NAME AND COMPANY NAME FROM THE BUSINESS CARD FILE TO THE LETTERS TO WRITE LIST:

1 Recall the Business Card File you want to transfer.

2 Press and HOLD DOWN
(SPACE) then (LETTERS TO WRITE) once,
while the space key is still down.

Display Reads

INFORMATION IS BEING PUT
INTO LETTERS TO WRITE NOW

PLEASE WAIT A MOMENT

3. The person's name and company name will be transferred instantly to the Letters To Write list in alphabetical order.

Example

ALLEN MARKS OUMONT CORP
BILL CONNER   COMPUTECH
OAN HIGGINS   MAILERS INC.

NOTE: In order for both the person's name and company name to appear on the same line when recalled, both names will automatically be abbreviated if necessary.

HOW TO TRANSFER A NAME AND PHONE NUMBER FROM THE BUSINESS CARD FILE TO THE CALL SHEET:

1 Recall the Business Card File you want to transfer.

Example

ALLEN MARKS-ACCOUNT EXEC
DUMONT CORPORATION
232-555-5609   FAX 555-5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10023
1990 SALES VOLUME 745000

2 Press and HOLD DOWN
(SPACE) then (CALL SHEET) once,
while the space key is still down.

Display Reads

INFORMATION IS BEING PUT
INTO THE CALL SHEET NOW

PLEASE WAIT A MOMENT

3. The person's name (or company name depending on which name was on line 1 of the display when you re-called the Business Card File) and phone number will be transferred

Example

ALLEN MARKS   232-555-5609
BOB WEATON   232-555-7608
OON JOHNSTON 232-555-5968

instantly to the Call Sheet list in alphabetical order.
NOTE: In order for the 12-digit phone number and name to appear on the same line when recalled, the person's name or company name will be abbreviated to the first 11 characters.

THE LETTERS TO WRITE LIST

HOW TO ENTER INFORMATION (MANUALLY) INTO THE LETTERS TO WRITE LIST:

1 Press [ENTER]

2 Press (LETTERS TO WRITE)

Following the format that appears on the display, type in the name of the person you want to write.

NOTE: The cursor will return to the next line automatically after 11 characters. If the name is shorter

press ◢ then type in

the company name on the second line (12 character limit). If you make an error press [ERASE]

3. Press (LETTERS TO WRITE) to enter the file.

Display Reads

TO ENTER INFORMATION FOR
*BUSINESS CARD FILE
*LETTERS TO WRITE
*REMINDER NOTES
*THE CALL SHEET
PRESS ABOVE CHOICE

Display Reads

TYPE IN THE PERSONS LAST NAME-FIRST NAME AND COMPANY NAME

THEN PRESS LETTERS TO WRITE

Example

ALLAN MARKS
OUMONT CORP

HOW TO RECALL THE LETTERS TO WRITE LIST:

1 Press (LETTERS TO WRITE) The first 6 lines of the list will appear on the display screen.

Example

ALLEN MARKS	OUMONT CORP
BILL CONNER	COMPUTECH
DAN HIGGINS	MAILERS INC.
FRANK SANDE	TRAOERS INC.
GREG GIBSON	BURN ASSOCIA
KARL BROWN	ACA COMPANY

RECALL

LETTERS TO WRITE

2 Press [TURN PAGE] to view 6 lines at a time.

EXAMPLE

MARK JONES	JOHNSON INC.
SANDRA PAGE	CARLTON CO.
SCOTT COHEN	ADVANCEO TE
STEVEN GIPPS	EAST WEST IM
TIM ORAKE	SMYTH LOANS
WARREN BUR	COUNTY PRIN

3 Press [UP] or [DOWN] repeatedly to view line by line through the list.

HOW TO DELETE A FILE FROM THE LETTERS TO WRITE LIST:
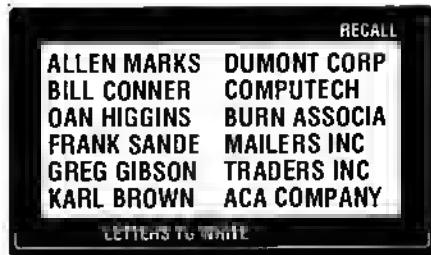
1 Press (LETTERS TO WRITE)

Example
▶

ALLEN MARKS	DUMONT CORP
BILL CONNER	COMPUTECH
OAN HIGGINS	BURN ASSOCIA
FRANK SANDE	MAILERS INC
GREG GIBSON	TRADERS INC
KARL BROWN	ACA COMPANY

RECALL

LETTERS TO WRITE

2 Press **DOWN** until the line you want to delete is on the TOP LINE of the display.

3 Press and HOLD DOWN **ERASE** until the file (top line only) disappears. Remaining files will move up automatically.

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HOW TO ENTER INFORMATION (MANUALLY) INTO THE CALL SHEET:

1 Press **ENTER**

Display Reads

TO ENTER INFORMATION FOR
· BUSINESS CARD FILE
· LETTERS TO WRITE
· REMINDER NOTES
· THE CALL SHEET
PRESS THE ABOVE CHOICE

Display Reads

2 Press (CALL SHEET)

Type in the first 11 characters of the person's last name only.

TYPE IN THE PERSONS LAST
NAME AND
TEL. NO

THEN PRESS CALL SHEET

NOTE: The cursor will return to the next line automatically after 11 characters. If the name is shorter

press ◢ then type in

Example

ALAN MARKS·ACCOUNT EXEC
OUMONT CORPORATION
232-555-5609 FAX·555·5138
888 PARK AVENUE SUITE 7
NEW YORK NEW YORK 10002
1990 SALES VOLUME 745000

the telephone number on the second line (12 character limit, numerals only). If you make an error press **ERASE**

3. Press (CALL SHEET) to enter the file.

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HOW TO RECALL THE CALL SHEET:

1 Press (**CALL SHEET**) The first 6 lines of the list will appear on the display screen.

Example

```
                              RECALL
   ALLEN MARKS   232-555-7605
   BILL CDNNER   232-555-6297
   DAN HIGGINS   232-555-4550
   FRANK SANDE   232-555-2365
   GREG GIBSDN   232-555-9B07
   KARL BRDWN    232-555-4412
              CALL SHEET
```

2 Press ▼ to view 6 lines at a time.

3 Press ▲ up or ▼ DOWN repeatedly to view line by line through the list.

HOW TO DELETE A FILE FROM THE CALL SHEET:

1 Press (**CALL SHEET**)

Example

```
                              RECALL
►  ALLEN MARKS   232-555-7605
   BILL CONNER   232-555-6297
   DAN HIGGINS   232-555-4550
   FRANK SANDE   232-555-2365
   GREG GIBSDN   232-555-9B07
   KARL BROWN    232-555-4412
              CALL SHEET
```

2 Press ▼ DOWN until the line you want to delete is on the TOP LINE of the display.

3 Press and HOLD DOWN ERASE until the file (top line only) disappears. Remaining files will move up automatically.

THE REMINDER NOTE PAD

HOW TO ENTER A REMINDER NOTE FILE:

1 Press ⬤ ENTER

Display Reads

> TO ENTER INFORMATION FOR
> · BUSINESS CARD FILE
> · LETTERS TO WRITE
> · REMINDER NOTES
> · THE CALL SHEET
> PRESS ABOVE CHOICE

2 Press (REMINDER NOTES)

Display Reads

> TYPE IN ANOTHER REMINDER
> NOTE IF YOU WANT AND A
> DATE IF IT APPLIES
>
> THEN PRESS REMINDER NOTE

3. Type in your Reminder Note information. If you make an error press ⬛ ERASE

NOTE: Each Reminder Note file will automatically indent after the first line when recalled for easy viewing (see "Example-After"). While entering information leave the last character of each line blank. Press the return key before reaching the end of the line to allow for an indention and avoid breaking up words upon recall.

Example-Before

File 1	12-7-90 C.D. MATURES
	ROLL OVER FOR 60 DAYS
	FAX ACCOUNT LIST TO TED
File 2	BEFORE SALES MEETING
	SET UP MEETING WITH JOHN
File 3	REGARDING ADVERTISING

Example-After

File 1	12-7-90 C.D. MATURES
►	ROLL OVER FOR 60 DAYS
File 2	FAX ACCOUNT LIST TO TED
►	BEFORE SALES MEETING
File 3	SET UP MEETING WITH JOHN
►	REGARDING ADVERTISING

NOTE: If you enter a date at the beginning of a file, place a zero (0) before all single digit months and days. This way they will appear in chronological order when recalled.

Example

> 02-07-90 C.D. MATURES
> ROLL OVER FOR 60 DAYS
> 05-02-90 DAVID WEATON
> DINNER AT 6PM
> 11-09-90 DUMONT CORP
> PRODUCTION DATES DUE

HOW TO RECALL THE REMINDER NOTE PAD:

1 Press (REMINDER NOTES) The first 6 lines of the list will appear on the display screen.

Example

> RECALL
>
> 12-7-90 C.D. MATURES
> ROLL OVER FOR 60 DAYS
> FAX ACCOUNT LIST TO TED
> BEFORE SALES MEETING
> SET UP MEETING WITH JOHN
> REGARDING ADVERTISING

2 Press ◢ TURN PAGE to view 6 lines at a time. Press ▲ UP

or ▼ DOWN repeatedly to view line by line through the list.   .

• Recalls your Business Card Files

• Each feature key allows direct "One-Touch" recall for instant viewing of your feature lists'

• Viewing of built-in month-at-a-glance calendar

• Allows entry into: The Business Card File, Letters to Write, Reminder Notes and Call Sheet

• Displays the built-in on screen instruction manual

ENTER

BUSINESS CARD FILE | LETTERS TO WRITE | REMINDER NOTES | CALL SHEET | MONTHLY CALENDAR

INSTR

1 2 3 4 5 6 7 8 9 0

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Allows unit to receive tiles through the Infrared Transfer System

Turns the page on the display screen to view entire contents of a tile

TURN PAGE

Displays currency conversion feature

Lets you forward or reverse through your Business Card Files. Also forward and reverses through the months on The Monthly Calendar

REV FWD

ERASE

SPACE

CALCULATOR

UP

DOWN

+ − × ÷ =

Sends tiles through the Infrared Transfer System

Moves the cursor to the next line down while entering information

Personal Security Code lock/unlock system

Moves lines up and down on the display screen to view entire contents of your files. Also advances and reverses through the years on the Monthly Calendar

Erases, edits, and backspaces

Full-function calculator symbols

• Calculator and clear entry

Use minus key to enter dashes in phone numbers

Adds spaces between characters during entry

• Denotes keys that turn the unit ON

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HOW TO OELETE A FILE FROM THE REMINOER NOTE PAO:

1 Press (REMINOER NOTES)

Example ▶

```
                              RECALL
12-7-90 C.O. MATURES
   ROLL OVER FOR 60 OAYS
FAX ACCOUNT LIST TO TEO
   BEFORE SALES MEETING
SET UP MEETING WITH JOHN
  REGAROING AOVERTISING
         REMINOER NOTES
```

2 Press **DOWN** until the file you want to delete is on

the TOP LINE of the display.

3 Press and HDLD DOWN **ERASE** until the file (top line and indented lines which follow) disappears. Remaining files will move up automatically.

NOTE: Do not erase character by character to delete a Reminder Note File. This will leave a blank file that will show blank display lines when you recall your Reminder Notes.

HOW TO CHANGE A FILE IN THE REMINOER NOTE PAO:

1 Press (REMINDER NOTES)

Example ▶

```
                              RECALL
12-7-90 C.O. MATURES
   ROLL OVER FOR 60 OAYS
FAX ACCOUNT LIST TO TEO
   BEFORE SALES MEETING
SET UP MEETING WITH JOHN
  REGAROING AOVERTISING
         REMINOER NOTES
```

2 Press **UP/DOWN** until the file

you want to change is on the TOP

LINE of the display.

3 Press **ERASE** and the cursor will appear to the right of the last character on that line (all other entries will disappear from the screen but will not have been erased).

Example-Before
```
FAX ACCOUNT LIST TO TEO
   BEFORE SALES MEETING
SET UP MEETING WITH JOHN
  REGAROING AOVERTISING
```

Example-After
```
FAX ACCOUNT LIST TO TEO
   BEFORE SALES MEETING
```

4. When the character to be erased is flashing press **ERASE** until that character disappears. Now continue pressing this key to erase the complete word.

5. Once you have finished erasing, you are ready to insert new information. If the new information has more characters

Example
FAX ACCOUNT LIST TO TEO
FAX ACCOUNT LIST TO TE
FAX ACCOUNT LIST TO T
FAX ACCOUNT LIST TO BEFORE SALES MEETING
FAX ACCOUNT LIST LISA BEFORE SALES MEETING

than you erased, then the existing information will automatically move to the right. If this new information exceeds the original file format of 24 characters per line, words may split and move on to the next line below.

NOTE: To create and insert a new line into the middle of a file, move the cursor to the first character of the line you want to create and

press the ◣ key, then move the

cursor up to the blank line to enter new information.

Example-Before
FAX ACCOUNT LIST LISA BEFORE SALES MEETING

Example-Before
FAX ACCOUNT LIST LISA BEFORE SALES MEETING

Example
FAX ACCOUNT LIST LISA JONES ON APRIL 20 BEFORE SALES MEETING

NOTE: You can add to any line by moving the cursor to the right of the last existing character on that line and typing in the new information.

NOTE: Empty lines cannot be deleted and once a file has been changed, you cannot revert back to the original file.

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THE MONTHLY CALENDAR

HOW TO USE THE MONTHLY CALENDAR:

1 Press (MONTHLY CALENDAR)

Example

SUN	MON	TUE	WFD	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					**SEP 1991**

2 Press **REV** or **FWD** to reverse or advance through the months. Hold down these keys to fast forward or fast reverse.

3 Press **UP** or **DOWN** to reverse or advance through the years. Hold down these keys to fast forward, or fast reverse.

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HOW TO USE THE PAPER-FREE CALCULATOR:

Display Reads

```
                                    0
```

1 Press **CALCULATOR**

2. Enter your calculation.

NOTE: To clear last entry press **CALCULATOR** To clear all calculations press **CALCULATOR** twice.

NOTE: The calculator will automatically subtotal your calculations as your entry exceeds the 6 lines on the display screen. Line 1 of the second page will show the previous page's subtotal.

Example

```
              12573.95
X                    5
-              6329.00
+                56.00
+               167.00
÷                    7
```

Example

```
=             8109.1071
```

CURRENCY CONVERTER

HOW TO PROGRAM CURRENCY EXCHANGE RATES:

1 Press `CALCULATOR`

2 Press the letter "X".

Display Reads


```
CAND
DM          NT
E.PD        PESO
FF          SF
HKD         USD   1
LTRA        YEN
```

3 Using ◀ REV FWD ▶ & ▲ UP DOWN ▼ move the flashing

cursor next to the country currency abbreviation.

4. Type in the exchange rate which

equals one U.S. Dollar.

NOTE: The U.S. Dollar is preset to 1.

Example

```
CAND 1.2
DM   0.73    NT
E.PD         PESO
FF           SF
HKD          USD  1
LTRA         YEN
```

5. You can enter 9 more country exchange rates by moving the cursor.

6. Press the letter "X" again to confirm entries.

NOTE: For currencies with an exchange rate less than 1 you must type in a zero before the decimal point (e.g. 0.53)

HOW TO CONVERT CURRENCIES:

Example #1: Let's say that $1 U.S. Dollar is worth £.53 English Pounds. How many U.S. Dollars could you buy with £200 English Pounds?
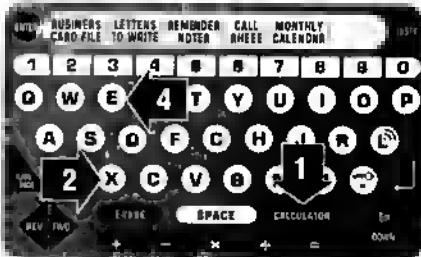
1 Press `CALCULATOR`

2 Press the letter "X".

3. Without moving the cursor, type in "200".

Example

```
CAND                  200
DM          NT
E.PD 200.00 PESO
FF          SF
HKD         USD  377.35
LTRA        YEN
```

4 Press the alphabet key which is the first initial of the foreign currency you've entered. (C,D,E,F, H,L,N,P,S,U,Y). In this example press "E" for E.PD (English Pound)

Example

```
CAND
DM          NT
E.PD 200.00 PESO
FF          SF
HKD         USD  377.35
LTRA        YEN
```

5. Then "$377.35" will appear next to USD.

In other words £20D English Pounds is worth $377.35 U.S Dollars. The correct amount will also appear next to other currencies you've entered an exchange rate for.

Example #2: You have $5D U.S. Dollars and you want to find out what they are worth in English Pounds.

1. Press **CALCULATOR**

2. Press the letter "X".

3. Type in "5D".

Display Reads

```
CAND
DM          NT
E.PD  26.500  PESD
FF          SF
HKD         USD  50.000
LTRA        YEN
```

4. Press the letter "U" which stands for U.S. Dollars.

5. Then "26.5DD" will appear next to E. PD. showing that $5D U.S. will only bring £26.5. All other currencies you've programmed will display how much $5D U.S. are worth in their currencies also.

Display Reads

```
CAND
DM          NT
E.PD  26.500  PESD
FF          SF
HKD         USD  50.000
LTRA        YEN
```

HOW TO UPDATE CURRENCY EXCHANGE RATES:

1. Press **CALCULATOR**

2. Press the letter "X".

3. Move the cursor to the desired currency.

Display Reads

```
CAND
DM          NT
E.PD  26.500  PESD
FF          SF
HKD         USD  50.000
LTRA        YEN
```

4. Simply press **ERASE** to erase the old rate and type in the new rate.

5. Press the letter "X" to confirm.

Example

```
CAND
DM          NT
E.PD  0.63   PESD
FF          SF
HKD         USD  1
LTRA        YEN
```

CURRENCY CONVERSION ABBREVIATIONS:

The currency converter lets you store up to 11 foreign exchange rates. The Country Currency abbreviations are:

CAND:	Canadian Dollar
DM:	Deutschemark
E. PD:	English Pound
FF:	French Franc
HKD:	Hong Kong Dollar
LTRA:	Italian Lira
NT:	New Taiwan Yuan
PESD:	Mexican Peso
SF:	Swiss Franc
USD:	U.S. Dollar
YEN:	Japanese Yen

KEYTONE ON/OFF

HOW TO TURN THE KEYTONE ON OR OFF:

1 Press and HDLD DDWN (**SPACE**) then press the letter (**K**) while the space key is still down.

PERSONAL SECURITY CODE

HOW TO ENTER YOUR PERSONAL SECURITY CODE:

1 Press and HOLD DOWN

(SPACE) then press (🔑) once,

while the space key is still down.

Display Reads

> TYPE IN ANY 2 NUMBERS
> FOR YOUR CODE
>
> _ _
>
> THEN PRESS ENTER

2. Type in any 2 digits of your choosing. **NOTE:** Do not forget your security code number. Write it down on paper and store in a safe place.

Example

> TYPE IN ANY 2 NUMBERS
> FOR YOUR CODE
>
> 65
>
> THEN PRESS ENTER

3 Press **ENTER** to confirm. Your code will remain in memory until you choose to remove it.

Example

> YOUR SECURITY CODE IS
> NOW STORED IN THE
> MEMORY

HOW TO LOCK YOUR UNIT:

In order to lock your unit you must have already entered your 2-digit code.

1 Press and HOLD DOWN

(SPACE) then press (🔑) once,

while the space key is still down.
The unit is now locked.

Display Reads

> THE SECURITY CODE IS NOW
> ON

HOW TO THE UNLOCK YOUR UNIT AND GAIN ACCESS TO YOUR FILES:

1. Press the feature key you want to recall (i.e. Business Card File).
2. Type in your 2-digit code.
3. Recall your files.

Display Reads

> TYPE IN YOUR SECURITY
> CODE_ _

HOW TO REMOVE YOUR CODE FROM THE CODE MEMORY:

1. When the display reads "TYPE IN YOUR SECURITY CODE_ _", press and HOLD DOWN **ERASE** then type in your 2-digit code, **while the Erase key is still down.**

Display Reads

> YOUR SECURITY CODE HAS
> BEEN DELETED

2. The removal of your code from memory will be confirmed on the display screen.

INFRARED TRANSFER SYSTEM ((·

The Electrodex™ Plus & Pocket Electrodex™ have a revolutionary Infrared (wireless) Transfer System which allows you to transfer Business Cards from either unit to the other.

There are 4 options available between The Electrodex™ Plus and The Pocket Electrodex™ to update and exchange files:

*Transfer from
one Pocket Electrodex™ to another.*

*Transfer from an Electrodex™ Plus
to another.*

*Transfer from a Pocket Electrodex™
to an Electrodex™ Plus.*

*Transfer from an Electrodex™ Plus
to a Pocket Electrodex™.*

NOTE: The receiving unit must be placed on the left and the sending unit must be placed on the right.

RECEIVING UNIT ON THE LEFT (INCOMING):

SENOING UNIT ON THE RIGHT (OUTGOING):

Display Reads

> TYPE IN NAME OF PERSON
> OR COMPANY NAME
>
> BCF MEMORY USED:
> BCF MEMORY LEFT:

1   To make the receiving unit ready, turn on the receiving unit **first** by pressing (BUSINESS CARD FILE)

2   Press and HOLD DOWN (SPACE) and press (R)

(for "receive") once, **while the space key is still down.**

3. Now prepare the sending unit. After your transfer, the receiving unit will take a few moments to sort the information transferred.

Display Reads

> INFORMATION IS BEING RECEIVED
>
> PLEASE WAIT A MOMENT

Display Reads

> INFORMATION IS BEING SORTED
>
> PLEASE WAIT A MOMENT

NOTE: Before doing an "ALL" file transfer, check the memory available status of the receiving unit. Compare the memory used status on the sending unit to calculate whether enough memory will be available to complete the transfer.

Display Reads

> TYPE IN NAME OF PERSON
> OR COMPANY NAME
>
> BCF MEMORY USED:
> BCF MEMORY LEFT:

Display Reads

> TYPE IN A L L TO
> TRANSMIT ALL THE FILES
> OR
> TYPE IN N E W TO
> TRANSMIT NEW FILES ONLY

1   To make the sending unit ready, turn on the sending unit **first** by pressing (BUSINESS CARD FILE)

2   Press and HOLD DOWN (SPACE) and press (🔊)

(for "load") once, **while the space key is still down.**

3. Type in "ALL" to send all files, or type in "NEW" to send only the files entered since the last transfer.

NOTE: When the transfer is completed (several seconds) the most recent file that you entered into the sending unit will appear on both display screens. This confirms that the transfer has been successfully completed.

IMPORTANT: Avoid transferring ALL files to a unit which already contains those files. Those files will be duplicated in the receiving unit.

HOW TO TRANSFER ONLY "ONE" BUSINESS CARD FILE:

RECEIVING UNIT ON THE LEFT (INCOMING):

1 To make the receiving unit ready, turn on the receiving unit **first** by pressing (BUSINESS CARD FILE)

Display Reads

> TYPE IN NAME OF PERSON
> OR COMPANY NAME
>
> BCF MEMORY USED:
> BCF MEMORY LEFT:

2 Press and HOLD DOWN (SPACE) and press (R) (for "receive") once, **while the space key is still down.**

3. Now prepare sending unit.

NOTE: After your transfer, the receiving unit will show the file that has just been transferred.

Display Reads

> INFORMATION IS BEING
> RECEIVED
>
> PLEASE WAIT A MOMENT

Example

> ALLEN MARKS-ACCOUNT EXEC
> DUMONT CORPORATION
> 232-555-5690 FAX 555-5138
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10023
> 1990 SALES VOLUME 745000

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SENDING UNIT ON THE RIGHT (OUTGOING):

Example

> ALLEN MARKS-ACCOUNT EXEC
> DUMONT CORPORATION
> 232-555-5690 FAX 555-5138
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10023
> 1990 SALES VOLUME 745000

1 Recall the individual Business Card File you want to transfer. When the file appears on the display screen place the unit to the right of the receiving unit, almost touching.

Display Reads

> INFORMATION IS BEING
> TRANSFERRED
>
> PLEASE WAIT A MOMENT

2 Press and HOLD DOWN (SPACE) and press (L) (for "load") once, **while the space key is still down.**

NOTE: When the file reappears on the receiving unit's screen (almost instantly), the transfer has been successfully completed.

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BATTERY REPLACEMENT

### HOW TO REPLACE THE POCKET ELECTRODEX™ BATTERIES:

If your display screen starts to lose its contrast, it is time to replace the primary batteries. Your primary batteries should last approximately 2 years, based on an average use of 1 hour per day (20 times per day, 3 minutes each time). The battery life may vary according to your usage. The back-up battery saves your unit's memory while the primary batteries are being replaced. The back-up battery should be replaced every 3 years.

The Pocket Electrodex™ battery rating:
Primary Batteries™ (2): CR2430
Back-Up Battery (1): CR2016

NOTE: If all 3 batteries are removed at one time, the memory will be erased.

Screws

Primary Batteries
(2): CR2430

Back-Up Battery
(1): CR2016
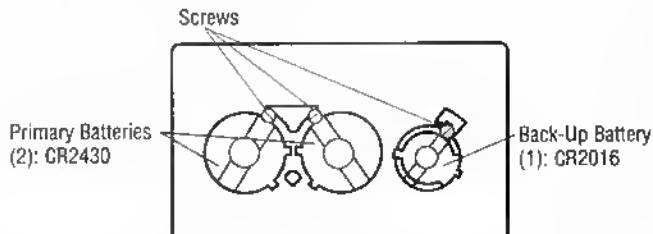
To replace the batteries remove the back cover of the unit. Use a screwdriver to remove the clip fastening screws. Locate the primary batteries as shown above.

Replace with new batteries from the specifications given above. If you can't find the correct batteries call our "HELP" number as listed on the warranty.

HOW TO REPLACE THE ELECTRODEX™ PLUS BATTERIES:

If your display screen starts to lose its contrast, it is time to replace the primary batteries. Your primary batteries should last approximately 2 years, based on an average use of 1 hour per day (20 times per day, 3 minutes each time). The Electrodex™ Plus contains a lithium no-loss memory back-up battery which holds the memory while the 4 primary batteries are being replaced. The back-up battery is concealed within the unit and should not require replacement.

The Electrodex™ Plus battery rating:
Primary Batteries (4): AA Alkaline Batteries
Back-Up Battery (1): CR2430 Lithium

To replace the batteries remove the battery plate on the bottom of the Electrodex™ Plus and replace the 4 AA batteries arranging them as shown:
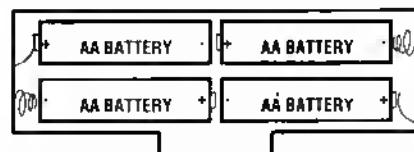
An AC/DC adaptor may also be used with The Electrodex™ Plus and can be purchased from an electronics store.

Reminder

When using AC Adapter, Model No. 273-1650 Archer, the voltage must be set to match unit specifications.

i.e.: 4.5 V or 6 V

The *yellow* tipped adapter plug is the only plug that will make the unit function. The word "TB" on the yellow plug should always plug into the "—NEG" label on the cord connector.

THE BUSINESS CARD FILE SORTING ORDER:

All Business Card Files are automatically sorted in alphabetical and then numerical order. This applies to both individual's names and company names that cross-reference each other.

NOTE: When recalling a name that exceeds 8 characters, if there is more than one file with the same name press ▶ to bring the files up on the display screen.

> **Example**
> CARRINGT
>
> PLEASE TYPE NEXT LETTER

NOTE: The automatic sorting applies to the first 8 characters on line 1 and 2 of a Business Card File. When there is more than one file with the same name and that name exceeds 8 characters, these files will be recalled in the same order that they were originally entered.

> **Example**
> CARRINGTON FRANK
> CARRINGTON DIANE
> CARRINGTON JOSEPH
> DUMONT CORPORATION
> 232-555-5609 FAX 555-5138
> 888 PARK AVENUE SUITE 7
> NEW YORK NEW YORK 10002
> 1990 SALES VOLUME 745000

NOTE: As you press TURN PAGE to view additional pages of a Business Card File, the file name (from Line 1 of the first page) will remain on Line 1 as a reminder of which file you are viewing.

NOTE: The Business Card File display format suggests that you enter a person's last name and then first name. This is suggested since first names are more common and the duplication of many of the same first names will slow down the direct search procedure when recalling the file. Please note however that it is not mandatory to use last names first.
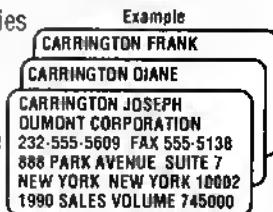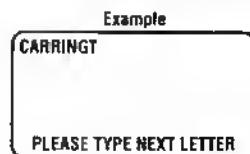
MEMORY SPACE AVAILABILITY:

There are 10 display pages of space available for each of the following: (LETTERS TO WRITE) (REMINDER NOTES) (CALL SHEET)

> **Display Reads**
> TYPE IN NAME OF PERSON OR
> COMPANY NAME
>
> BCF MEMORY USED: 22341
> BCF MEMORY LEFT: 41569

NOTE: The Business Card File occupies the majority of the 64K (64,000 character) memory. Every time you recall a Business Card File the display will show you how much memory you have used and how much you still have left. Individual Business Card Files can hold up to 10 display pages.

INFRARED TRANSFER SYSTEM:

IMPORTANT: If you intend to transfer Business Card files **back and forth** between units you must note that the files most recently **transferred** into the receiving unit will continue to register as "new" files when transferred back to the original sending unit. In order to avoid unnecessary duplication of files between units we recommend the following procedure:

1. Transfer ALL or all NEW files from one unit to the other.

2. Transfer all NEW files from the receiving unit into the air so that these files will not be considered NEW in future transfers.

3. Now when you transfer files back to the original sending unit, you will not duplicate files from the previous transfer in.

NOTE: This example applies to all 4 transferring options.

MEMORY RESET:

To INTENTIONALLY delete ALL file information (clear the file memory entirely).

1. Press and HOLD DOWN **ENTER**

2. Locate the RESET hole on the back of the unit and insert the tip of a paper clip, **while the Enter key is still down.**

3. Watch the display screen change to a full dot display.

4. Release the **ENTER** key.

5. Insert the tip of the paper clip again, the display will return to normal and all files will have been deleted.

NOTE: If at any time information on the display screen should freeze and the keypad does not work properly, simply press in the RESET button. The display screen will unfreeze and your files will remain intact in the memory. **(Do not press Enter.)**

BACK-UP INFORMATION:

As with all computers, it is advisable to keep a written copy of all information stored in your Electrodex™ Plus or Pocket Electrodex™ in case it is lost, stolen, or physically damaged.

WARNING:

It is advisable to avoid X-Ray and magnetic fields, such as airport security systems. This can cause scrambling or loss of unit's memory.

AUTOMATIC SHUT-OFF:

Your unit will shut off automatically after 3 minutes of non-use.